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| ENGR 100 | Lastname, Firstname |  |

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| **AS.01 Grading Rubric** | | | | | |  | |  | |  |
|  | |  | |  | |  | |  | |  |
| **Grading Area** | **1** | | **2** | | **3** | | **4** | **Total** |
| **Goal Worksheet Completed** | Very few goals were listed. | |  | |  | | Goals were defined in each of the areas for each of the time periods. |  |
| **Schedule Worksheet Completed** | Little information was added to the schedule. | |  | | Schedule was completed but not highlighted. | | Schedule was completed and like areas were highlighted the same color. |  |
| **Summary total** |  | |  | |  | | The total number of hours dedicated to school, work, and commuting was totaled at the bottom of the schedule. |  |
| **Spelling, grammar and punctuation.** | More than 5 spelling, punctuation or grammar mistakes. | | More than 3 spelling, punctuation or grammar mistakes. | | More than 2 spelling, punctuation or grammar mistakes. | | Up to one spelling, punctuation or grammar mistake. Memo makes effective use of the memo format. |  |
| **Neatness and clarity.** |  | |  | |  | | The worksheets are completed neatly and are easy for the reader to follow. |  |
| **Total** | **Comments:** | |  | |  | |  |  |
| **20** |